



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-14-26**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Cultural Affairs Assistant

**OPENING DATE** Sunday: March 16, 2014

**CLOSING DATE** Sunday: March 30, 2014

**WORK HOURS** Full-time; 40 hour workweek

**GRADE/SALARY** FSN-08 USD 16,175.00

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Cultural Affairs Assistant at the Public Affairs Section (PAS).

**BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO), the incumbent acts as program assistant and serves as the PAS public outreach coordinator with a focus on creating, developing and implementing programs aimed at primary and secondary schools, teachers and students in Sudan and Sudanese youth in general. The incumbent is also responsible for managing the Embassy's local Speakers program. Furthermore, in consultation with the Office of Alumni Affairs the Department of State Educational and Cultural Affairs Bureau (ECA) the incumbent serves as the Embassy Alumni Coordinator, responsible for promoting greater contact with and cooperation among Sudanese alumni, who have participated in the U.S. Government sponsored exchange and visitor programs.

The incumbent also provides primary support to the senior Cultural Affairs Specialist in the design and implementation of cultural programming. He/She assists in implementing post goal of explaining shared American values, and exercises responsibility for design and implementation of cultural programming with a particular focus on youth. Incumbent works with State Department personnel, Sudanese organizations, and American specialists, speakers, performers and administrators to arrange programs in a wide variety of fields.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

University Bachelor's degree in the liberal arts, education, social sciences, or international relations.

**2. Work Experience:**

Three (3) years progressively responsible experience in programming activities or events.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level IV (Fluent)

Arabic: Level IV (Fluent)

**Skills and Abilities:**

- Must have strong interpersonal skills needed to develop and maintain contacts among senior and/or up-and-coming contacts across important sectors of society (government, education, business, etc.);
- Must be able to perform independently with minimal supervision;
- Must have strong computer skills and be able to manage databases.
- Must be able to independently plan, organize, and carry out assigned program responsibilities using broad array of resources, including electronic technologies; must be able to prioritize work on multiple, ongoing public diplomacy projects simultaneously;
- Must possess a deft and flexible analytical ability to develop and refine program strategies in a complicated and rapidly changing environment;
- Must be able to interact with support offices in Washington and with other posts; must be able to work on a team with American and foreign national staff;
- Must have highly effective interpersonal skills to develop and maintain contacts with a wide range of people, many of whom hold top positions in society.

**SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

**TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 4:00 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

- By Hand: Application may be delivered to U.S Embassy, Kilo 10 Soba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.